**Guided Practice: Spreadsheet Formatting**

**Directions:** In this exercise, **you will follow along with your teacher** to enter and format data in a spreadsheet and take notes. You will answer the questions and complete the tasks below:

* Format a header
* Use a simple formula
* Copy data
* Classify cell data
* Apply font styles
* Adjust column and row size
* Wrap text
* Indent cell data
* Format values
* Add a border

1. Open a new spreadsheet
2. Set a header with your name, the current date, and the title of this activity using procedures outlined by your teacher. Take notes in the space below.
3. **Key the title:** In Cell A1, key **INVOICE** in all caps and bold
4. Is the title classified as a label or a value? Why?
5. Enter the column headings **(in bold font)**:

|  |  |
| --- | --- |
| * In Cell A3, key **Item #** | * In Cell D3, key **Description** |
| * In Cell B3, key **Quantity** | * In Cell E3, key **Unit Price** |
| * In Cell C3, key **Unit** | * In Cell F3, key **Amount** |

1. **Adjust column widths** to fit contents:
2. Beginning in Row 4, Column A, key the remaining data as indicated in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Quantity** | **Unit** | **Description** | **Unit Price** | **Amount** |
| 4376 | 11 | Ea | PDA | 129.99 |  |
| 8976 | 4 | Doz | Flash Drive | 25.99 |  |
| 8632 | 4 | Ea | Scanner | 99.99 |  |
| 7793 | 8 | Pkg | Web cam | 35 |  |

1. **Center** the datain the title cells (Row 3) (in initial caps and bold)
2. Merge and center the title in Row 1 across Columns A-F
3. Give an example of a **cell range** used in this spreadsheet
4. Which columns contain values and which contain labels?
5. **Readjust all column widths.** Why is this step necessary?
6. **Edit the text:** Change the # symbol in Cell A3 to the word Number
7. Wrap and center the text in Cells A3 and E3

**Wrap text – Feature that aligns multi-line text within a cell**

1. What is the effect of using the wrap text feature on a cell?
2. **Format** the data in the unit price column **for 2 decimals**
3. Enter a **formula** in the last column to calculate the Amount (unit price x quantity) and format the data as currency.
4. **Copy** the formula to all cells in the Amount column.
5. Key and **indent** the word Total in bold and initial caps below the last item in Column A.
6. Use a **function** to enter a **formula** to add the amounts in the last column and place the result in Cell F8. Format the data as **currency**.
7. Add an accounting **border** (single line above and double line below) to Cell F8.
8. Save and submit your work according to teacher directions.